

WORKFORCE TRAINING AND RECRUITING

City of Alexandria Office of Employment Training (OET)

Employment Resource Center

The Resource Center responds to employers' recruitment needs by providing a central location to list job vacancies and find qualified employees. The Resource Center helps job seekers with job vacancy listings and resources such as typewriters, telephones, and computers to facilitate the job search.

Job Training Partnership Act

Assists those who are unemployed and economically disadvantaged with career counseling, training, and job development.

Economic Displacement and Worker Adjustment Assistance (EDWAA)

This program helps people who lose their jobs due to downsizing or closing. EDWAA staff conduct briefings at employer work sites to explain the program's services which include career counseling, retraining in marketable skills, and assistance with job search.

Youth Employment Program

Helps youth obtain work experience and basic educational skills in federally and privately funded summer jobs and year-round employment.

Virginia Refugee Resettlement Program

Assists employers with transition services and helps refugee clients with services such as counseling, training, and job development.

Contact: For more detailed information on the employment training and recruiting programs, and the services, please contact *OET* at (703) 838-0940. See the appendix for OET's address.

Alexandria Works!

This program is dedicated to providing community leadership and support for welfare reform in the City of Alexandria. *Alexandria Works!* is a coalition of businesses, non-profit and religious organizations and government agencies working to assist persons on Aid to Families with Dependent Children (AFDC) to become employed in unsubsidized private sector jobs.

Contact: For more information about *Alexandria Works!* contact OET at (703) 838-0940. See the appendix for the address of OET.

JobLink

JobLink is operated by the City of Alexandria, Department of Human Services in partnership with the Alexandria Chamber of Commerce, Alexandria Works! Coalition, Alexandria Commission on Employment, Alexandria/Arlington Private Industry Council, the Alexandria Economic Development Partnership, Inc., and Northern Virginia Community College. *JobLink* screens and prepares adults and youth throughout the City to enter and re-enter the job market. It works directly with employers to

locate qualified applicants with pre-screened skills and aptitudes, tailors employee training to job requirements and computer matches prospects to job expectations. *JobLink* offers full service support for employees through a hiring plan that links the employer with reliable and job-prepared employees. All services are free.

Contact: For more information about *JobLink*, contact (703) 838-4316. See the appendix for the address of *JobLink*.

Virginia Employment Commission (VEC)

VEC helps businesses find suitable employees for specific job openings and assists job seekers with career counseling and job referrals, and sponsors workshops on interviewing and other job search skills. Employment Tax Workshops are provided to local businesses to assist in proper reporting and payment of Unemployment Compensation Tax. Other resources provided by VEC include Employer Resource and Recruitment rooms with publications on tax and employment laws and issues, human resources, job announcements, workforce development services, and labor market and demographic data.

Contact: For more information, contact *VEC* at (703) 813-1300. See the appendix for VEC's address.